

LETTER TO REQUEST BIDS
NO. 10-600

September 9, 2009

Dear Bidder:

The Office of Financial Management, Risk Management Division, hereinafter referred to as AGENCY, is soliciting proposals to provide consultant services. In the 2009 legislative session, Substitute Senate Bill 5499 was enacted. The legislation authorizes the Washington State Department of Transportation to allow contractors on highway construction projects of \$250 million or more to provide surety bonds at less than 100 percent of the full contract price. Substitute Senate Bills 5499 reads, in part:

Before the secretary (of Transportation) may approve any bond authorized for less than the full contract price of a project, the Office of Financial Management shall review and approve the analysis supporting the amount of the bond set by the department to ensure that one hundred percent of the state's exposure to loss is adequately protected.

The AGENCY requires a contractor to provide a review of such analysis for the SR-99 Alaskan Way Viaduct Tunneling Project, related to the design-build tunneling portion of the Alaskan Way Viaduct Project. The planned project will replace the viaduct's central waterfront section with a bored tunnel beneath downtown Seattle.

The selected contractor will review the analysis conducted by the Washington State Department of Transportation to support the amount of the bond set by the Department to ensure that one hundred percent of the state's exposure to loss on the project is adequately protected. The Department's analysis will follow the Surety Bond Risk Assessment Guidelines previously approved by the Office of Financial Management.

Substitute Senate Bill 5499, Exhibit A, and Surety Bond Risk Assessment Guidelines, Exhibit B, are attached hereto and incorporated by reference.

A draft report is due to the Office of Financial Management for review and comment by November 10, 2009. The Office of Financial Management will provide review and comment within approximately two business days of receipt of the draft report. One copy of the final report approved by the Office of Financial Management plus an electronic copy must be delivered to the Office of Financial Management by November 18, 2009.

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin on or about October 1, 2009 and be in force through November 18, 2009 with possible amendments extending the period of performance.

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed Nineteen Thousand Five Hundred Dollars (\$19,500). AGENCY does not anticipate the selected contractor's involvement beyond November 18, 2009. However, if the AGENCY determines it is necessary to increase the contractor's involvement, AGENCY may amend any awarded contract to increase the contractor's involvement. Such amendment, if any, to increase or decrease the dollar value and extend the period of performance, shall be at the sole discretion of the AGENCY.

The bidding is open to individuals or organizations that meet the following minimum criteria:

- Bidder must have interdisciplinary expertise in highway construction projects including:
 - Schedule analysis and validation
 - Cost estimate assessment
 - Identification and quantification of most likely potential problems and/or disputes; and
 - Determination of maximum probable peak financial exposure under the contract for surety and bond calculation purposes.
- Bidder must have at least three (3) non-Bidder owned customer references for whom the Bidder has provided similar expertise during the past thirty-six (36) months preceding the bid due date.

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive and will not be evaluated and no score will be assigned.

The proposal is to be brief but should include:

1. Experience on comparable projects;
2. Staff qualifications;
3. Project work plan;
4. Costs or fees; and
5. Names, addresses and telephone number of three (3) business references.

Proposals will be evaluated by the AGENCY based on the response to the information requested above. All five (5) items must be addressed for the proposal to be considered responsive. **The deadline for submission of responses is 3:00 p.m., local time, in Olympia, Washington on September 23, 2009.**

LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.

Proposals are to be e-mailed or hand delivered to:

Office of Financial Management
 Jan McMullen, Solicitation Coordinator
 P.O. Box 43113
 General Administration Building, Room 311
 210 11th Avenue SW
 Olympia, WA 98504-3113
 Phone: (360) 725-5260
 e-mail: jan.mcmullen@ofm.wa.gov

Bidders assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service.

The following weights will be assigned for bid evaluation purposes:

Experience/Staff Qualifications/References	<u>70</u>	Points
Project Work Plan	<u>20</u>	Points
Cost	<u>10</u>	Points

The AGENCY reserves the right at its sole discretion to reject any or all bids for any reason whatsoever, prior to the execution of a contract. This Letter to Request Bids does not obligate the AGENCY to contract for the services specified herein. The final selection, if

any, will be the bid, which in the opinion of the AGENCY, best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. The AGENCY is not obligated to select the lowest priced bid. The AGENCY shall not be responsible for any costs associated with a Bidder's preparation of a bid in response to this Letter to Request Bids.

In submitting a bid in response to this Letter to Request Bids, the Bidder agrees to accept the terms set forth in this Letter to Request Bids. The selected contractor will be required to sign a personal service contract, including General Terms and Conditions, which is attached hereto as Exhibit C and incorporated by reference.

Any requests for information about this project are to be directed to the Solicitation Coordinator named above.

Thank you for considering this solicitation.

Sincerely,

Jan McMullen
Solicitation Coordinator

Attachments:

Exhibit A - Substitute Senate Bill 5499

Exhibit B - Surety Bond Risk Assessment Guidelines

Exhibit C - Sample Personal Service Contract and General Terms and Conditions